

# **SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**

## **Administration Committee Minutes**

**June 3, 2004**

**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee of the Southern California Association of Governments held its meeting at the Temecula Creek Inn, 44501 Rainbow Canyon Road, Temecula, CA 92592. The meeting was called to order by the Chairperson, Councilmember Richard Dixon, City of Lake Forest. There was a quorum.

### **1.0 CALL TO ORDER**

Chairman Richard Dixon called the meeting to order at 9:10 a.m.

#### **Committee Members Present:**

Councilmember William Alexander	City of Rancho Cucamonga
Mayor Pro-Tem Harry Baldwin	City of San Gabriel
Councilmember Ron Bates	City of Los Alamitos
Mayor Richard Dixon	City of Lake Forest
Mayor Lee Ann Garcia	City of Grand Terrace
Supervisor Hank Kuiper	County of Imperial
Mayor Ron Loveridge	City of Riverside
Councilmember Keith McCarthy	City of Downey
Councilmember Pam O'Connor	City of Santa Monica
Councilmember Bev Perry	City of Brea
Mayor Ron Roberts	City of Temecula
Councilmember Dennis Washburn	City of Calabasas
Councilmember Toni Young	City of Port Hueneme

#### **Committee Members Absent:**

Mayor Pro-Tem Mike Dispenza	City of Palmdale
Councilmember Alta Duke	City of La Palma
Supervisor Judy Mikels	County of Ventura
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Mayor Pro Tem Bea Proo	City of Pico Rivera
Councilmember Sidney Tyler	City of Pasadena
Councilmember Bob Yousefian	City of Glendale

#### **Staff Present:**

Heather Copp	Chief Financial Officer
Charlie Wagner	Acting Manager of Finance
Ed Paul	Internal Auditor

#### **Others Present:**

Zahi Faranesh	SCAG
David Huang	SCAG
Ed Jones	SCAG Liaison
David Sosa	Caltrans

**Others Present (Cont'd):**

Jim McCarthy	Caltrans
Lynn Harris	SCAG
Cheryl Collier	SCAG
Don Rhodes	SCAG
Alan Bowser	SCAG
Arnold San Miguel	SCAG
Huasha Liu	SCAG
Barbara Dove	SCAG
Ping Chang	SCAG
Ty Schuiling	SANBAG
Pablo Gutierrez	SCAG
Mark Pisano	SCAG
Catherine McMillan	CVAG
Sandee Scott	SCAG

**2.0 PUBLIC COMMENT PERIOD**

No public comments.

**3.0 CONSENT CALENDAR**

Councilmember Bev Perry requested that Item 3.1.5 be pulled for a report.

The remainder of the Consent Calendar was MOVED (Councilmember Bev Perry), SECONDED (Councilmember Washburn) and UNANIMOUSLY APPROVED.

**3.1 Approval Items**

3.1.1 Approval of May 6, 2004 Minutes

3.1.2 Contracts

- National Engineering Technology Corporation (NET)
- Rafiq & Associates

3.1.3 Approve New MOU with Riverside Transit Agency for ITS Transit Project

3.1.4 Approve Joint Meeting with Santa Barbara County Association of Governments to be held in July 2004

3.1.5 Consideration to Adopt Master Fund Transfer Agreement

Regarding Item 3.1.5, Karen Tachiki, Chief Legal Counsel, reported that SCAG receives its CPG funding from Caltrans through the vehicle of a Master Fund Transfer Agreement. Caltrans began an effort late last year to update the Master Fund Transfer Agreement. SCAG provided written comments objecting to a number of the provisions. There was no response to SCAG's comments. Two weeks ago SCAG received the new Master Fund Transfer Agreement for execution and a 30-day notice to terminate the existing Agreement. SCAG responded to Caltrans raising its concerns that provisions had not been changed as requested, as well as concern with the process of updating the Agreement.

SCAG received a fax today from Caltrans in response to our letter of concern, indicating they are willing to make at least some changes and that they are willing to further discuss the termination provision.

Staff is recommending that the Administration Committee authorize the Executive Director to continue discussions and negotiations with Caltrans, make the best deal possible, and authorize to execute the Master Fund Transfer Agreement. If SCAG does not have an Agreement in place by July 1, 2004, we cannot receive our CPG funds.

Jim McCarthy, Caltrans, stated that they are willing to negotiate the provisions of concern and that the new Master Fund Transfer Agreement is being done statewide to bring their contracts up to state contract requirements and implement the Congressional Register.

Item 3.1.5 was MOVED (Councilmember Bev Perry), SECONDED (Councilmember Dennis Washburn) and UNANIMOUSLY APPROVED, with the recommendation of Karen Tachiki.

3.1.6 Adopt Resolution #04-453-1 Authorizing Executive Director to Delegate Authority to the Deputy Executive Director

3.1.7 Authorization to Execute MOU between SCAG & Calif. State University LA (CSULA) for grants awarded to CSULA by the FTA

3.2 Receive & File

3.2.1 Contracts & PO's between \$5,000-\$25,000

3.2.2 Conflict of Interest Listing

3.2.3 SCAG Legislative Matrix

3.2.4 Key Issues From Policy Committees Meeting on May 6, 2004

#### **4.0 ACTION ITEMS**

##### **4.1 Administration Committee Report**

###### **4.1.1 Legal Services Contract**

Councilmember Bev Perry informed the Committee that there will be a complete look at all of SCAG's legal services by the Executive Committee and a full report will be made to the Committee.

Councilmember Ron Bates added that it is important for a smooth transition in terms of which legal counsel has responsibility for which function and how SCAG will work with Colin Lennard to get outside representation, if necessary.

The item was MOVED (Councilmember Bev Perry) and SECONDED (Councilmember Lee Ann Garcia) and UNANIMOUSLY APPROVED.

###### **4.2 Authorize Executive Director to Enter Into Contracts Utilizing General Fund Money Up To \$20,000 for Additional Legal Services to Draft Bill Language**

Heather Copp, CFO, reported that this would authorize the Executive Director to enter into contracts utilizing General Fund money, up to \$20,000 for additional legal services to draft language for some bills that we do not have the expertise to do. These bills relate to Regional Authority for Investment and Transportation at the State Level and deployment grant language to the TIFIA bills and Tax Credit language at the Federal level. This will not affect other programs at SCAG.

The item was MOVED (Mayor Toni Young) and SECONDED (Councilmember Lee Ann Garcia) and UNANIMOUSLY APPROVED.

#### **5.0 INFORMATION ITEMS**

##### **5.1 Monthly Financial Report**

Heather Copp informed the Committee that the Caltrans ICAP Audit went very well and we have made significant improvements. The report is due within the next couple of weeks.

SCAG has received its first dues money from the City of La Habra Heights.

For the year-end status, SCAG has a positive cash flow and significantly less in Line of Credit outstanding status. Through the end of May, SCAG will have a positive cash flow status of @\$1.6 million and through the end of June, @\$1.4 million.

5.2 Presentation on Office Space Enhancements

Cheryl Collier presented the report and provided a PowerPoint presentation.

5.3 Presentation of Results from the Data Needs Survey

Huasha Liu presented the report and provided a PowerPoint presentation.

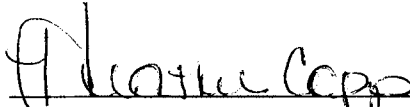
6.0 FUTURE AGENDA ITEMS

- "Watch the Road"
- Succession Planning

7.0 ANNOUNCEMENTS

8.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 10:00 a.m.

  
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Heather Copp, Chief Financial Officer  
Staff to the Administration Committee